

Meeting Minutes

Town of Montville Water Pollution Control Authority
Thursday, September 8, 2011
Town Council Chambers – Town Hall – 7:00 p.m.

1. Water and Sewer Commission

- a. Call to Order

Chairman May called the regular meeting of the Water Pollution Control Authority to order at 7:00 p.m. after establishing a quorum.

- b. Pledge of Allegiance

- c. Roll Call

Present were Commissioners Hillman, Schober, Siragusa, and May. Absent was Commissioner Thorn. Also present were Mayor Jaskiewicz, Attorney Ron Ochsner, Administrator Lynch and Superintendent Didato.

- d. Alterations to the Agenda

Motion made by Commissioner Siragusa, seconded by Commissioner Schober to add agenda item i (2) to consider and act on a motion to waive a sewer connection for #61 Hunters Run. Discussion, none, voice vote, 4-0, all in favor, motion carried.

- e. To consider and act on a motion to approve the meeting minutes of August 1, 2011.

Motion made by Commissioner Siragusa, seconded by Commissioner Hillman to approve the August 1, 2011 meeting minutes as submitted, discussion, none, voice vote, 4-0, all in favor, motion carried.

- f. Communications pertaining specifically to matters which concern the Commission

1. A copy of the Policies and Procedures for the WPCA dated September 8, 2011.

Chairman May stated the Commission will discuss changes to the Policies and Procedures at the later in the meeting.

2. A field report from Nathan Jacobson Associates dated August 29, 2011 regarding the pump station.

3. A letter from the Department of Public Health regarding a list of public water supplies with a recommended boil water advisory due to the hurricane conditions.

- g. Remarks from the Public Regarding Items on the Agenda. Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.

Chairman May asked three times if there was anyone from the public who would like to come forward to address the Commission.

- h. Executive Session – none.
- i. Special Recognitions/Presentations

1. A presentation from Mr. Chris Clark from the Mohegan Utilities regarding an update to the Regional Water Plan.

Administrator Lynch stated Mr. Clark has been instrumental in the Regional Water Plan and how best to proceed. He stated he asked Mr. Clark to come in to give the Commission a presentation regarding how the Plan can be beneficial to the Town of Montville.

Mr. Chris Clark gave an overview of the structure of how the Plan came about and how they are working on a strategic plan to regionalize water and look at unified efforts. He discussed the Regional Plan/Regional Water Priority Planning Document and map with the Commission. He stated water is a necessity to the region if it wants to grow. There is a technical advisory committee that reports to the Regional Water Committee that establishes policy. There are twenty communities in the area looking into one centralized organization that can operate the long term strategically planning for supply and development. There are three sub-regions, the first being primarily Norwich, Bozrah, Franklin, Sprague, Preston and Griswold, there is the southwestern region consisting of Montville, Salem, East Lyme, Waterford and New London and a southeast sub-region consisting of Ledyard, Groton, Stonington, and North Stonington. Each sub-region was looked at to determine which need additional supply. The north region has a supply deficiency that requires finding an additional water supply and a means to bring the water into the system in a beneficial and equitable way. New London has the same water supply deficiency and the southeastern region has a surplus of water. He discussed potential sources of water for each area and how it will be incorporated into the systems. He discussed infrastructure and the Montville water supply, stating the Town of Montville is in good shape with water supply. He discussed updates that are required to keep up with the EPA guidelines. Mr. Clark answered questions from the Commission and stated he is willing to come before the Commission to answer questions or concerns at any time.

2. To consider and act on a motion to waive the requirement of Section 3.01 of New Building Construction for as sewer connection at #61 Hunters Run owned by Mr. Thomas Holmes.

Mr. Thomas McNally stated under the sewer regulations, any lot that is over three hundred feet can request a waiver for sewer hookup.

Motion made by Commissioner Hillman, seconded by Commissioner Siragusa. Discussion, Superintendent Didato stated the homeowner is required to submit a formal request in writing for the waiver to the Commission. Mr. McNally stated he has received a written request from the homeowner. Chairman May stated the homeowner has the right to ask for a waiver if the home is over three hundred feet from the connection. If a waiver is granted the homeowner is responsible for the inspection of the septic system every two years per the Health Department at their expense and submitted to the WPCA office.

Roll call vote, voting in favor were Commissioners Schober and May, voting in opposition was Commissioner Hillman, abstaining was Commissioner Siragusa. 2-1-1, motion failed.

Chairman May stated the homeowner meets the requirement per the regulations and the Commission will need to give a reason for the denial of the waiver. Commissioner Siragusa stated he wishes to change his vote.

Motion made by Commissioner Hillman, seconded by Commissioner Siragusa to re-vote on agenda item i (2). Discussion, none, voice vote, 4-0, all in favor.

Roll call vote on agenda item i (2), 3-1, voting in favor were Commissioners Schober, Siragusa and May, voting in opposition was Commissioner Hillman, motion carried, waiver granted for #61 Hunters Run.

j Report from Commission Attorney on Matters Referred

Attorney Ochsner stated he does not have anything pending as far as referrals are concerned. He discussed a decision he received from the Connecticut Appellate Court that dealt with a Water Pollution Control Authority, the Ridgefield Housing Authority vs. Ridgefield Water Pollution Control Authority. The case dealt with a public Housing Authority that dealt with payments in lieu of taxes in Town and the fees that it would pay and would not pay. The WPCA attempted to collect from the Housing Authority what they characterized as a connection fee which the court concluded after hearing the evidence in the case was in fact a sewer benefit assessment. Under their agreement with the Town the WPCA said they would not pay benefit assessment but was willing to pay a connection fee. The court ruled against the WPCA and prevented the WPCA from collecting the fee in Ridgefield, CT. Under the terms of the agreement the Housing Authority won in terms of the collection of the fee.

k. Report from Operations Division

Mr. Didato stated he will report back with solid numbers and facts regarding the hurricane at the next meeting. He commended the entire staff for working around the clock during the storm. There were certain expenses that he is working on getting reimbursed from FEMA and will report on that in his next report. He discussed the bond projects and expressed urgency in getting the engineering work done as soon as possible because the current equipment is really showing its age and will soon require expensive repair parts and replacement. He and Mr. McNally would like to see the engineering work fast tracked to get the project moving along. URS Engineers could do the work in a timely fashion as they have already made presentations to the WPCA and worked with vendors regarding the best equipment suitable for the job. He is requesting the WPCA give URS the approval to go ahead with the engineering work on the new building to accommodate the new equipment (head works). Administrator Lynch stated the service will be on an hourly rate and there is not an issue regarding a formal bid. The bulk of the work has already been done by URS in the Facilities Study and a bid package could easily be prepared by URS. A vote can be made by the Commission regarding this issue under New Business.

- 1) With the available data to date the Water Pollution Control Facility (WPCF) continues to be in full compliance of its NPDES permit for 2011.
- 2) There were no treatment plant odor complaints last month.
- 3) Sludge thickness is up and averaged 5.5% over the last month.
- 4) We averaged 97 lbs/day of nitrogen in our discharge last month. Our limit for calendar year 2011 is 130 lbs/day.
- 5) The chlorine residual analyzer that controls the chlorine dose had a new photo eye unit installed. This equipment is necessary to keep in DEP compliance.
- 6) Prior to the storm all generators and portable equipment had been tested and fueled to the maximum. We are without any electrical power at the time of writing this report. We continue to operate our whole system with generators and portable pumps. I will provide a more detailed report on this after all line power has been restored. To date we have been

able to successfully convey and treat all wastewater through our collection system and treatment plant

- 7) Our odor control scrubbers are two vital pieces of equipment that have improved our lives and the lives of our neighbors. This month in addition to daily inspections and adjustments we performed what is called an acid bath on them. Twice a year we do this to remove any internal scale that may have built up inside the units. To accomplish this task all of the internal solution is pumped out and a mixture of water and muriatic acid is added to bring the pH down to 2 for a specific period of time. After this is done the unit gets flushed and filled with a solution that is within certain operating parameters for both pH & O.R.P.
- 8) We have been working closely with public works on the Kitemaug road repair as our sewer line is in the area of construction. We also supplied them with a Godwin pump and hose to do a bypass of the stream during repairs.

COLLECTION SYSTEM

- We replaced meter at Ed's Kitchen at owners expense. This is used to bill for sewage.
- We had to repair a leak on the RW supply line. It required the tightening of the bolts on a stainless steel band to secure this problem. It was easily accessible as it was in a vault with a manhole over it. This manhole was replaced as the old one was worn and not aligned to the road.
- We had to replace two grinder pumps last month. We also ordered 5 new pumps from this year's budgeted line item.
- We replaced a leaky valve at our Holly Hill pump station.
- We had an emergency call before you dig on Pordugal lane. Within an hour of receiving the call I was at the plant printing out the blue print of our water system. Admittedly the response time could have been better. Since that occasion, I have had one work shop regarding protocol regarding how to minimize our response. In addition to having blue prints of our system on file in our vault room, the blue prints are now available on all computer systems at our plant.
- Tom has worked with DOT on locating our utilities for the repair of the wall near the bridge on Rt. 32 and the new public safety building.
- We were called to a possible line blockage on Haley Rd. The problem was determined to be on the home owners property.
- The raising of the manholes has started and will continue until such time the asphalt plants shut down for the winter.

BOND PROJECTS

You may recall that new preliminary treatment equipment was on the list of the approved bond projects as well as a new building to accommodate the new equipment. With this said I would like to express some urgency on getting the engineering work done ASAP. Our current equipment is really showing its age and will soon require very expensive repair parts if not replaced soon. Both Tom and I would greatly like to see this engineering work fast tracked. We believe that URS would have a profound head start on this particular work as they have already made presentations to the WPCA and worked with vendors regarding which equipment is most suitable.

POTABLE WATER

1. All the large commercial users have had their meters replaced. We are also about half way thru on replacing the small meters.
2. All water valves have been accounted for and marked. The next phase is to uncover the 20 that are paved and have each valve exercised.

3. We are required to sample for lead and copper at 10 locations throughout our water system. These are due by end of September. We have sampled them and are awaiting the results.
4. We had two fires. One in a garage the other fire at the the Nook Restaurant each one required the use of Town fire hydrants. The garage fire only used about 500 gallons the Nook used about 3-4,000 gallons.
5. We were informed by a neighbor that two men were caught trying to steal a piece of ductile iron pipe from the pump station being built on Maple Ave. Charges were pressed against the men.
6. The pump station on Maple Avenue is scheduled to start up the week of Sept. 6th. Training will be provided from the manufacturer. The alarm system was ordered and the generator is ready.
7. We will be flushing all hydrants in Town from Sept 12 until the 20th from midnight until 7 am each day. This could cause cloudy water.
8. Tom has spent several hours talking to the owner of the Shantok home and the Fire marshal. Her in ground tank for fire suppression failed and she needs to connect to our system. We looked at a temporary connection to keep the place open but that was not possible due to the hydrant being on the other side of Route 32. More to follow as we keep meeting.

FOG

The FOG compliance in Montville has been much more successful than in our surrounding communities. I attribute this to Tom sending out certified letters with information and having it clearly defined in our Rules/Regulations and having it in our Town Ordinance.

RFQ

We had 6 engineering groups submit for the review of the proposed treatment alternatives. On 8/23/11 the selection committee had a meeting and all 4 members in attendance selected Wright-Pierce to do the work.

1. Report from Administration Division

1. Things continue to go smoothly with the transition of the finances. Maureen and I are handling the work load without too much trouble. The Finance office closed out the 2010/2011 fiscal year last week. The balance of our accounts will be transferred to Dime Bank next week.
2. I am going to delay hiring the part-time person in the office at this time. I have been in contact with Accountemps, a company that provides temporary clerical help. I would like to see how one more billing cycle goes. I am look at hiring a temporary person for the first month of the quarter to help with the large volume of payments.
3. I received the signed MOU's from Rand-Whitney last Month. Jim Cobery and I both agreed to start the billing for the new rate in the new fiscal year. This way, we will not have to calculate a new BTOM for a month and a half, and then change to the commercial rate.
4. The money for our bond projects has been received by the Town. Work has already begun on the raising of the manholes. I attended the last Council meeting to request that they waive the bid requirements for the project. There was some discussion as to whether or not it was necessary for us to make the request. This may be something that the WPCA could review at some time in the future.
5. At our last meeting we had a discussion the possibility of expanding the contract with Groton for additional water. As requested, I spoke with the Planning and Zoning Department to see if they anticipated a need for more water consumption in Montville in the near future. At the present time, they don't anticipate any growth that would require a large demand for water. I also spoke with Chris Clark, who is involved with the regional water concept. I asked Chris to attend our September meeting to go over some of the things that the region is doing to address the future water demands of our area.
6. We sent out three hundred seventy-six collector's demands this last quarter. This is by far the most that we have sent at one time. We are seeing the effects of the economy in the number of demands we are sending out.

7. I have held some preliminary discussions with a company called DeSolar. This is a company that could install solar power at the treatment plant. Mike and I gave a tour of the plant to the representative of the company last week. I have requested that they send me a copy of the contract so Ron can review it. If there aren't too many red flags, I will ask the company to come to our October meeting to talk to us.

Administrator Lynch discussed his report and stated a total of three hundred and seventy six collectors demands went out this month. He stated this is the most he has sent out since he has been with Montville. There were forty five water demands sent out as well. He attributes this to the bad economy. He discussed the MOU, stating they have been signed by both parties and the first billing has come in under the new rate starting the beginning of the fiscal year. He is still waiting for the engineering proposals for the alternatives and will forward them to the Commission and Attorney Ochsner for review once he receives them. A discussion was held regarding the selection of the engineer and this item is on the agenda for approval. A discussion was held regarding solar power and the wind power alternatives at the pump stations for long term cost savings to the town. A discussion was held regarding the hire of a temporary office assistant and if there are any issues with the Union. Mayor Jaskiewicz stated he has hired a temporary office worker and has not had any issues with the Union, the town has the right to hire from a temporary service.

- m. Report from the Mayor

Mayor Jaskiewicz thanked the WPCA employees for all their hard work during the storm and for the week following the storm. He discussed the cooperation of CL&P and their response to the loss of power at the sewer plant, stating it could have been a major problem if the sewer plant lost power for any length of time. He discussed the water pressure at the pump station on Maple Avenue and the need for pressure reducers in some of the older homes. Administrator Lynch stated the State will allow part of the project to install pressure reducing valves to some of the homes at no cost to the homeowners. The State requirements include the hiring of a local plumber with the lowest bid for the installation of the pressure reducing valves.

- n. Report from special or sub-committees – none.
- o. Report from Engineers

Administrator Lynch stated Mr. Kruczek is out recovering from back surgery but submitted the report and a CD regarding the I&I Study for the Commission to review.

Status Report for Montville Facilities Plan Projects

The following is a status report of the Montville open projects:

Project 36938180 – Other Engineering Support (CV \$ N/A, B \$51,737) RK

Additional support as requested.

Project 36938480 – SBR Blower Mod (CV \$47,600 B \$37,176) RK, AA

Bids were received on January 19, 2011. The apparent low bidder was Weston & Sampson CMR Inc. with a bid of \$239,500. The bids ranged from the low of \$239,500 to \$315,085. Engineers estimate was \$258,000 plus a contingency of \$25,800 or a total of \$283,800. Contract with Weston and Sampson was executed March 7, 2011. Preconstruction meeting convened at the WPCF March 17, 2011. The turbo blower was successfully tested in the manufacturer's facility and shipped to the Contractor's shop. Maguire is planning a meeting at the WWTP with the Owner and Contractor to review the blower installation requirements, PLC programming, and develop a plan coordinate construction activities with Owner's routine operations. Shop drawings for new stainless steel blower piping were approved and returned to the Contractor.

Project 36938373 – SSES LS Tasks (CV \$221,586, B \$132,952) RK, JJ

All field work has been completed and the draft report submitted 8/26/2011. URS seeks input from the WPCA as to changes or comments regarding the submission. URS will arrange for a meeting with Brian and Mike to go over the report in the next few weeks. A summarization can be found in the executive summary of the report. Provided below is a summary of the I/I and source types for infiltration and inflow. Also provided is a summarization of costs to remove the clean water sources and a plan to insure capacity within the collection system. Copies of the report have been provided on CD and 2 hard copies of the report.

Table 5-4 - Summary of Peak Infiltration Table 5-5 - Summary of Peak Infiltration by Source Table 6-3 - Summary of Peak Inflow Table 6-4 - Summary of Peak Inflow by Source(gpd) (%) (gpd) (%) Table 1-2 - Cost-effective Sewer Rehabilitation Plan Summary

Repair Type	Unit of Meas	Footage/ Depth	Qty	Cost
New Frame and Cover w/Gasket	EA	37		\$48,400
New Frame and Cover Watertight	EA	4		\$6,130
Seal Manhole Wall - Precast VF	50	6		\$7,220
Seal Manhole Pipe Seals	EA	1		\$720
Rebuild Manhole Base	EA	1		\$950
Rebuild Manhole Corbel	EA	4		\$3,500
Reset Manhole Frame	EA	2		\$1,690
Redirect Area or Driveway Drain (Ground)	EA	1		\$4,520
Raise/Repair and/or Cap Cleanout of Vent	EA	5		\$2,480
New Frame and Cover with Gasket - Private	EA	2		\$2,620
Redirect Roof Leader (Ground)	EA	2		\$1,050
Redirect Roof Leader (Storm)	EA	150	1	\$27,940
Redirect Sump Pump (Ground)	EA	15		\$13,520
Grout Pipe Using Test and Seal	LF	10,917	45	\$49,520
Point Repair Dig (10-15)	EA	30	2	\$33,830
Point Repair Trenchless (0-8 ft)	EA	187	4	\$9,860
Subtotal		11,334	132	\$213,950
Contingency 15%				\$32,090
Subtotal				\$246,040
By-Pass Pumping 7.0%				\$17,220
Mobilization/Demobilization 3.0%				\$7,380
Traffic Control 10%				\$24,600
Total Construction				\$295,240
Engineering Design 10.5%				\$31,000
Construction Administration & Inspection 21.0%				\$62,000
Subtotal				\$388,240
Legal and Fiscal 2.50%				\$9,710
Total Project cost				\$397,950

Rank 1 2010-11 SSES Findings Table 1-3 – Replacement Sewer Plan Summary Segment

Location	Unit of Meas	Footage Existing	Size	Rehab Method	Cost
(3)30-(3)10	LF	94	8	CIPP	\$3,230
(17)128-(17)64	LF	28	21	CIPP	\$2,330
(17)130-(17)68	LF	41	8	CIPP	\$1,410
(17)68-(17)69	LF	78	8	CIPP	\$2,680
(17)91-(17)90	LF	90	21	CIPP	\$7,500
(17)90-(17)46	LF	99	21	CIPP	\$8,250
(17)33-(17)34	LF	247	21	CIPP	\$20,590
(17)51-(17)49	LF	267	21	CIPP	\$22,260
(17)60-(17)59	LF	287	21	Replace	\$151,890
(18)48-(18)47	LF	276	15	CIPP	\$16,770
Subtotal		1,507	165		\$236,910
Contingency 15%					\$35,540
Subtotal					\$272,450
By-Pass Pumping 7.0%					\$19,070
Mobilization/Demobilization 3.0%					\$8,170
Traffic Control 10%					\$27,250
Total Construction					\$326,940
Engineering Design 9.5%					\$31,060

Construction Administration & Inspection 10.0% \$32,690

Subtotal \$390,690

Legal and Fiscal 2.50% \$9,770

Total Project cost \$400,460

Project 36938383 – SSES IC Tasks (CV \$56,067, B \$29,531) RK, JJ

Work is complete.

Montville Open Tasks Open Unpaid Invoices as August 31, 2011

p. Old Business - none.

q. New Business

1. SAR 2011-026. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES and has selected the Wright Pierce Engineering firm as the engineer of choice to review and address any treatment alternatives that may be proposed by Rand Whitney Containerboard pending receipt of a contract.

Motion made by Commissioner Siragusa, seconded by Commissioner Schober, discussion, Commissioner Hillman asked if the Commission has received a copy of the contract and Administrator Lynch stated he has not.

Roll call vote, 4-0, voting in favor were Commissioners Hillman, Schober, Siragusa and May. Voting in opposition, none, all in favor, resolution adopted.

2. To consider and act on a motion to authorize URS Engineers to move forward with a bid proposal for the head works and associated building and equipment.

Motion made by Commissioner Hillman, seconded by Commissioner Schober, discussion, none, roll call vote, 4-0, voting in favor were Commissioners Hillman, Schober, Siragusa and May. Voting in opposition, none, motion carried.

r. Reports/referrals from Planning & Zoning – none.

s. Payment of bills

1. SAR 2011-027. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$2,293.50 (two thousand two hundred ninety three dollars and fifty cents) per attached Schedule A.

Motion made by Commissioner Schober, seconded by Commissioner Siragusa, discussion, Commissioner Siragusa questioned the three hundred dollar charge from Attorney Ochsner's office regarding the Kobyluck water supply. Attorney Ochsner explained the charge and justified the billing to the WPCA. Roll call vote, 4-0, voting in favor were Commissioners Hillman, Schober, Siragusa and May. Voting in opposition, none, motion carried.

2. **Water Commission**

a. Report from Sub-Committees – none.

b. Report from Engineers – none.

c. Old Business – none.

d. New Business

1. SAR 2011-028. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay bills in the amount of \$808.50 (eight hundred and eight dollars and fifty cents) per attached Schedule B.

Motion made by Commissioner Hillman, seconded by Commissioner Siragusa, discussion, none, roll call vote, 4-0, voting in favor were Commissioners Hillman, Schober, Siragusa and May. Voting in opposition, none, motion carried.

2. To consider and act on a motion to enter into a workshop session to review and amend the document titled "Town of Montville WPCA Policies and Procedures" dated September 8, 2011.

Chairman May stated he would like the Commission to review the document and start writing down what they would like to add or take out of the document. Commissioner Hillman stated she compared the document to the Town Employee Handbook that all employees have to sign at the time of hire and it covers the same information with the same wording. She suggested adding the inspection of WPCA property and data, Section 1.114, the privacy act in regard to tool boxes and Town owned equipment to the employee handbook. Discussions were held regarding adding a purchasing policy and tracking how the rate payer's money is spent. Commission members made suggestions for additions to the document including safety issues, inventory, uniforms, waivers, drug and alcohol testing, CDL training, job descriptions, and policies. Chairman May stated he would like to spend fifteen minutes developing the Policies and Procedures at each meeting until it is finalized.

3. Remarks from the Public – Each speaker will be limited to three minutes of speaking time, including questions and answers for information. Debate with Commission members will not be allowed.

Chairman May asked three times if there was anyone from the public who would like to come forward to address the Commission.

4. Executive Session – none.

5. Remarks from Commission Members

Commissioner Hillman requested monthly detailed budgets from the WPCA and Administrator Lynch asked how detailed the report should be. Chairman May suggested Administrator Lynch submit a detailed report similar to the report the Finance Department submitted each month.

Commissioner Siragusa discussed the yearly meeting schedule and asked if the meetings are properly listed on the town's website.

Mayor Jaskiewicz stated Sunday at 8:30 a.m. there will be a service in honor of the anniversary of September 11th in front of the monuments if anyone would like to attend.

6. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Schober to adjourn the meeting at 9:10 p.m. Discussion, none, voice vote, 4-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.

Schedule A

Branse, Willis & Knapp, LLC	\$2,293.50
Total:	\$2,293.50

Schedule B

Branse, Willis, & Knapp, LLC	\$808.50
Total:	\$808.50